How to Guide

Upload a COMPLETED Assignment on eLearn

Assignments are an integral part of your learning with the IMM Graduate School and are a foundation on which to build and prepare for your examination. Please read the instructions provided in this guide before attempting your upload.

In this guide you will learn how to:

- Prepare your work for upload (formatting)
- Complete the cover sheet and attach it to your assignment.
- Upload your assignment on eLearn.
- Receive the receipt.

See demonstration clips below:

➢ **How to add cover sheet and save as PDF**
➢ **How to upload your work online**

1. Adhere to the format indicated in the [Instructions for completing and uploading the assignment](#)
2. You must **upload 1 document** not exceeding 40mb.
3. Save your **Word document** as a **PDF** (use your student number and the module code). E.g. D12345_ABM401H
4. A cover sheet is required for these specific eLearn uploads. Please click on the editable Cover Sheet, complete and copy and paste into your Word document.
5. Ensure to copy and paste any appendices (assignment cover sheet etc.) into your Word doc assignment before saving as PDF. You are only permitted to submit one document, therefore all your work must be saved as one document.
6. **Do not scan** the assignment as eLearn will reject scanned documents.

Uploading your work on eLearn

1. Give yourself ample time to complete the upload.
   +/-15 minutes depending on your internet speed and computer skills.
2. Do not leave uploading till the last 30 minutes, so as to avoid any frustrations.
3. It is good practice to upload early.
4. **Log** into eLearn with your student number and pin.
5. Select the applicable **Module.**
6. Click the applicable **Assignment section** (see slide 6).

7. Click on the **Upload Assignment** link.
8. Login again with your student number and pin on the **Assignment Submission Portal** (see slide 7)
9. Select form the dropdown menus:
    - The **Qualification | Programme** you are undertaking
    - The **Module** you are submitting the assignment for
10. Select the Assignment by clicking **Choose File** (see slide 8)
    - Select the file from the file picker.
    - Click open to attach the file. When attached you will see the name of the file next to the choose file button.
11. Click **Submit**.
12. Remember to save your receipt for future reference.
13. **Congratulations** you have uploaded your assignment

Important information and buttons

Click the applicable **Assignment section**.

Important information and buttons

Login again with your student number and pin on the **Assignment Submission Portal**

IMM Online Assignment Submission Portal

1. Select the qualification level – either Degree or Diploma.
2. Select the relevant module. Only the modules which are listed are accepted during this phase-in period.
3. Select your assignment (pdf file) to be submitted. This pdf file must be ONE document only which must contain all duly completed cover pages as well as the actual assignment.
4. Click on Submit.
5. Wait for the upload process to be completed.
6. Print your receipt and keep it for your own records. The receipt is date and time stamped.

Qualification:

Degree ▾

Module:

SCM303B -- Supply Chain Management 3 ▾

Assignment (pdf) Selection:

Choose File | D12345_ADMM201D_Assignment 1.pdf

Submit

Logout

Select the Assignment by clicking **Choose File**,
- Select the file from the file picker
- Click open to attach the file. When attached you will see the name of the file next to the choose file button

IMM Graduate School

- You may re-upload your work by clicking the **Upload** button.
- You many upload as many times as you wish **UNTIL** the Assignment submission deadline.
- Your final upload will be your final submission and will be the submission that is marked.
- Ensure you upload the correct and completed assignment.

- **REMEMBER…**
   IF YOU UPLOAD LATE YOU WILL BE PENALISED

- Please read the **Instructions for completing and uploading your assignment** before you attempt your assignment.
- Save your Word document as a PDF. **DO NOT SCAN.**
- Include your cover sheet and any other appendices by copying these into your Word document before saving it as a PDF.
- Ensure to **give yourself ample time** to complete the upload. It is good practice to upload the day before the due date. Our phone lines and emails may be congested so we advise you to upload early.
- **If you upload late you will be penalised.**

- **Need help?**
  Call us on +27 11 628 2000 (Monday – Friday, 08h00 -17h00)